



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING TECHNICIAN

\$2,638-\$3,305

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES: Under close supervision of the Accounting Administrator I (Supervisor), the incumbent performs technical and semi-professional accounting work in the maintenance and reporting of financial records for specialized agency activities within the Tax and Securities Unit of the Accounting Services Bureau. Duties include: Record incoming tax returns in the tax database by tax return type. Sort tax returns by tax type and by three criteria: returns with refunds, returns with amounts reported, and returns with zero business for the tax year. Review and verify insurer's and surplus line broker's payment history to assist tax auditors with tax return processing. Print payment history and prepare batches to assist the tax return auditors. Scan tax returns by batch number to the shared drive. Assist with processing the less difficult tax returns as needed. Review and verify the surplus line broker's monthly payment vouchers and compare to the Oracle system to ensure payments have been made accurately and timely.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accounting Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

PLEASE INDICATE "Accounting Technician #413-192-1741-001" ON THE STATE APPLICATION. APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

10/16/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

FINAL FILING DATE: November 6, 2013 by 5 p.m., Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

10/16/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.
